

Artspace Projects' nonprofit mission includes making affordable space available for artists and their families. This space includes residential live/work space in our various projects nationwide. Recognizing the creative energy and economic development benefits that result when a concentration of artists live and work in proximity to each other, Artspace uses a tenant selection preference for artists in choosing among otherwise qualified applicants.

**1. What is Artist Preference?**

Artist Preference is a tenant selection preference applied to a pool of qualifying prospective tenants by which to provide a preference for acceptance into rental units qualified applicants who have a commitment to and/or participate in the creative arts.

**2. How do you define Artist?**

We consider an artist anyone that can demonstrate consistent participation in or commitment to a creative art. We reserve the right to limit artistic/creative pursuits to those which are consistent with applicable local laws, health and safety regulations and practices which do not unreasonably impose on other residents or neighbors (such as loud, heavy or toxic endeavors).

**3. Does your definition require employment as an artist and/or that a significant component of income be from a prospective tenant's creative pursuit?**

NO. Artist Preference has nothing to do with employment. How much income (if any) that a qualifying applicant earns from is or her artistic pursuit is not considered in assessing whether the applicant has a commitment to or participation in a creative endeavor. In fact, most of our residents do not earn a significant component of income from artistic pursuit.

**4. How is the preference used?**

Each Artspace community includes an Artist Selection Committee comprised of between 3 and 5 people. Each qualifying prospective tenant who self-identifies as an artist is interviewed by the ASC using an established set of questions. Each interviewer scores the response to each question on a scale of 1-10. The scoring sheets are collected anonymously and the scores are tabulated. Those that score above the established threshold (e.g. a minimum of 6) are then matched to available units for which they qualify, based on income and family size. Qualifying prospective tenants who do not self-identify as artists or who score below the minimum threshold are placed on a non-artist list and qualifying non-artist applicants are matched with units only if a qualifying artist is not available to fill the unit.

**5. Who is on the Artist Selection Committee?**

In a new community, the ASC is comprised of one Artspace staff member, one representative from our local property management company, and the balance are artists and others in the local creative community who have been active in or are familiar with the project but who will not be residents themselves. Once a community is rented and operating, the Artspace staff member steps off and interested residents of the Project are added. We always strive to have participation by non-residents in order to maintain the input of the broader community in which our project is located. An owner representative is always a member of the ASC.

**6. Are applications accepted from nonartists?**

YES

**7. How does Artist Preference comply with Fair Housing Law?**

Artspace accepts applications from anyone without regard to gender, race, ethnicity, religion, sexual orientation, physical disability, or any other form of prohibited discrimination. All applicants are qualified as to income in accordance with the requirements of the various funding programs we use in our projects and are subjected to standard background, criminal and credit checks consistent with prudent multifamily housing management. In accepting a qualified prospective tenant into the project, we employ a preference for those sharing a commitment to or participation in creative arts. Distinguishing between artists and nonartists in a tenant selection preference does not violate federal Fair Housing Law.

**8. Does qualifying based on income and satisfactorily passing background and credit checks mean someone is accepted and guaranteed a unit?**

NO. Our acceptance process has two steps. The first is to be income qualified and pass the required background checks. Once through that process, qualified prospective tenants who have self-identified as artists are interviewed as described in this FAQ. Units are filled by qualifying families first from the artist list, then from the nonartist list. No one is guaranteed a unit; waiting lists may be long.

Artspace is committed to attracting creative individuals and families from diverse artistic and cultural backgrounds. We encourage all people in the creative arts to apply regardless of race, color, creed, religion, national origin, ethnicity, gender, gender identity, marital status, familial status, sexual orientation, occupation or status with regard to public assistance, or physical disability. We are especially interested in individuals who are committed to building community and will give some of their time and energy toward this goal.

### **ARTIST SELECTION COMMITTEE**

The selection committee screens applicants to determine their participation in, and commitment to, the arts; they do not judge the content of an applicant's artistic work.

An artist, for the purpose of this committee, is a person who has a commitment to and/or participation in the arts and not simply as a hobby. This does not mean that the art the artist creates generates any or all of the artist's source of income. Artist shall be defined as:

- A person who works in or is skilled in any of the fine arts, including but not limited to painting, drawing, sculpture, book art, and print-making.
- A person who creates imaginative works of aesthetic literature, costume design, photography, music composition and architecture.
- A person who creates functional art, including but not limited to jewelry, rugs, decorative screens and grates, furniture, pottery, toys, and quilts.
- A performer, including but not limited to singers, musicians, dancers, actors, and performance artists.
- NOTE: Artistic processes that are extremely noisy, require industrial zoning or involve hazardous materials generally will not be permitted. All uses must comply with applicable code.

### **What does the Artist Selection Committee do?**

The selection committee meets with prospective residents and their families, (who have been income/background-qualified by the property manager), to determine their level of commitment to the arts, community and their art form. The selection committee does not jury the artist's work. An interview is conducted, scored by interviewers and average scores are ranked for selection.

### **Who makes up the Artist Selection Committee?**

Initially the committee members will come from a pool of artists, representing a range of disciplines, who are members of the arts community in which the project is located. Subsequent vacancies in the pool will be filled with the Artist Selection Committee made up of residents in good standing, other members from the broader arts community, and an owner representative.

### **How are the meetings conducted?**

The owner representative or designated moderator coordinates the interview, runs the meeting and acts as the liaison to the property manager. Prior to the meeting, committee members are provided an artist questionnaire and or personal statement, if completed by the applicant. Committee members are also provided a scoring sheet with specific questions that prospective

residents are to be asked. Prospective residents are given an opportunity to answer the questions, share their artwork and ask any questions that they may have.

### **Fair Housing**

Attached is the Fair Housing Act and supplemental information regarding fair housing guidelines. In general, members of the selection committee are required to limit questions to those listed on the scoring sheet. Clarification questions can be asked to help a member of the committee to better understand an answer that has been given. The scoring sheet questions have been specifically chosen because they prompt answers that help committee members ascertain the artists and their family's commitment to their art form and their commitment to the community, without violating provisions of the fair housing act.

Prospective residents may have questions for committee members. Please be advised that questions pertaining to any of the protected classes of fair housing may not be addressed. Feel free to refer interviewees to the property manager for further questions that they may have about the project or their application status.

Although this process may seem formal, it is extremely important. We want to be sure that every applicant that comes before the artist selection committee be treated consistently and fairly.

### **Interview Guidelines:**

- Each interview committee is comprised of 3-5 persons
- Each interview committee may include an owner representative
- Residents serving on the selection committee must be in good standing (no outstanding rent or fees and no lease violations) management will confirm good standing
- Selection committee interviews are run by the owner representative or by the person designated by the owner representative
- If any member of the committee does not adhere to the process or guidelines of the Artist Selection Committee, that member will be removed from the committee pool
- All interviews are confidential
- Representatives of the Property Manager audit interview sufficiently frequently to ensure objective evaluation of all processes vis a vis fair housing and other public program guidelines.

### **Scoring:**

- Be sure to sign your scoring sheet.
- Each question must be scored; all sheets are collected and aggregated.
- Applicants are assigned to the artist preference list if their average score is 3 or greater. Those scoring less than 3 are placed on the non-artist list. All lists are kept in order of lottery priority.
- Each adult applicant is scored separately, but the household is given preference (or not) in whole. Only one member of a household needs to demonstrate a commitment as a practicing artist, in order to qualify for the artist preference.

**ARTIST (definition).**

**(1)** A person who works in or is skilled in any of the fine arts, including but not limited to painting, drawing, sculpture, book art, and print-making. **(2)** A person who creates imaginative works of aesthetic value, including but not limited to film, video, digital media works, literature, costume design, photography, architecture, and music composition. **(3)** A person who creates functional art, including but not limited to jewelry, rugs, decorative screens and grates, furniture, pottery, toys and quilts. **(4)** A performer, including but not limited to singers, musicians, dancers, actors and performance artists.

Interviewer: \_\_\_\_\_

Date: \_\_\_\_\_

**Artspace Projects, Inc.**  
Artist Selection Committee  
Interview Questions

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*Instructions to Interviewer: Questions should be asked clearly by one member of the committee. Each interviewer should rank the response honestly on a scale of 1 – 5, with 1 being the lowest, and 5 being the highest, as described below:*

- 1: Unsatisfactory  
2: Satisfactory  
3: Good  
4: Very Good  
5: Excellent

*Questionnaires should be collected confidentially and tabulated by a designated committee member. Applications with an average score of 3 or higher will be eligible for the preference.*

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1. Describe your art form and present your portfolio, resume and/or examples of your work. Please know we will not be judging the quality of your work, but rather the energy and commitment shown by the effort put into your work.

- Describe the time you spend developing your work;
- Describe the intention of your current work;
- Describe your process

1      2      3      4      5

2. Why does your artwork require a designated workspace not found in standard residential space? Will you maintain a separate workspace in addition to this space?

1      2      3      4      5

3. What are your long-term artistic goals?

1      2      3      4      5

4. Please tell us why you need stable, low-income live/work housing?

1      2      3      4      5

5. Do you create art primarily at your design and directive, or at the directive of someone else?

1      2      3      4      5

Interviewer: \_\_\_\_\_

Date: \_\_\_\_\_

6. Because the building is a creative workspace in addition to a residential space, additional noise or disturbances may be present. How do you typically resolve disagreements with your neighbor?

1      2      3      4      5

7. How do you see yourself contributing to this artist live/work community?

1      2      3      4      5

8. How do you see yourself as an artist benefiting from living here?

1      2      3      4      5

9. Besides the building being located here, do you, as an artist, have reasons you chose this neighborhood to live in?

1      2      3      4      5

10. Do you have a history of or an interest in participation with local city government, social or community activity? If yes, please be specific.

1      2      3      4      5

**Artspace Projects, Inc.**  
**Artist Selection Committee**  
**Fair Housing Training**

**LEARN TO RECOGNIZE THE SIGNS OF DISCRIMINATION  
AGAINST PERSONS BASED ON RACE OR COLOR:**

- \* "You would make the other tenants uncomfortable"
- \* "We don't rent to your kind"
- \* "I'm sure you'd feel more at home in another neighborhood."

**LEARN TO RECOGNIZE THE SIGNS OF DISCRIMINATION  
AGAINST FAMILIES WITH CHILDREN:**

- \* Refusing to rent to you or telling you to go to the complex down the street
- \* Having rules or restrictions for children, as opposed to rules for tenants
- \* Restricting families with children to downstairs units only
- \* Segregating families to one area of the complex

**LEARN TO RECOGNIZE THE SIGNS OF DISCRIMINATION  
AGAINST PERSONS WITH DISABILITIES:**

- \* Refusing to rent to you or telling you to go to the complex down the street
- \* "Are you sure you can live by yourself?"

**LEARN TO RECOGNIZE THE SIGNS OF DISCRIMINATION  
AGAINST PERSONS BASED ON SEX:**

- "We don't rent to male roommates, they get too rowdy."



## **Artist Selection Committee**

- \* "A single woman? How are you going to take care of the yard?"

### **LEARN TO RECOGNIZE THE SIGNS OF DISCRIMINATION AGAINST PERSONS BASED ON RELIGION:**

- \* "I prefer to rent to people who are referred to me through my church."
- \* The manager asks you about your religion or your beliefs during the application process

### **LEARN TO RECOGNIZE THE SIGNS OF DISCRIMINATION AGAINST PERSONS BASED ON NATIONAL ORIGIN:**

- \* "I need to see your green card before I can rent to you."
- \* "I can't understand you."
- \* "You would be more comfortable living down the street because there are more people like you."

## **Fair Housing Act**

**The Fair Housing Act prohibits discrimination in housing because of:**

- Race or color
- National origin
- Religion
- Sex
- Familial status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18)
- Handicap (Disability – including: hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS, AIDS Related Complex and mental retardation)

It is illegal to make any statement that indicates a limitation or preference based on race, color, national origin, religion, sex, familial status, or handicap.

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|----|---|-----------|
| 1. | INTRODUCTIONS   | 5 MINS    |
| 2. | ARTIST PERSONAL STATEMENT<br>- Artist presents portfolio, experience, engagement<br>- ASC members may ask for elaboration<br>- ASC members may ask about method, experiences, etc. but not anything to do w/ housing or residency | 5-10 MINS |
| 3. | INTERVIEW<br>- Moderator asks questions<br>- Artist answers<br>- ASC members may ask for elaboration ONLY<br>- no other questions permitted by ASC members<br>- ASC members score each question as answered;                      | 20 MINS   |
| 4. | THANK YOU & DEPARTURE OF ARTIST   | 2 MINS    |

*THE FOLLOWING MAY HAPPEN AT THE END OF THE MEETING BUT MUST HAPPEN PRIOR TO ADJOURNMENT.*

- |    |   |  |
|----|---|--|
| 5. | TABULATION<br>- ASC members sign score sheet; submit to moderator<br>- Moderator totals & averages each sheet & total score<br>- Moderator notes final score & records result                                     |  |
| 6. | NOTIFICATION<br>- ASC moderator provides scoring sheets & tabulation to PM<br>- PM sends Preference or No Preference Letter to Artist<br>- PM updates & maintains Artist and NonArtist Lists as of each ASC mtng. |  |